

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT MEALS PROVIDED EMPLOYEES AND GUESTS	EFFECTIVE DATE 01/01/2006	NUMBER 02.04.105
	SUPERSEDES 02.04.105 (9/20/04)	
	AUTHORITY MCL 791.203; Annual Appropriations Act	
	ACA STANDARDS 4-4315	
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POLICY STATEMENT:

Meals shall be provided to employees and guests as set forth in this policy.

POLICY:

GENERAL INFORMATION

- A. This policy does not apply to meals prepared as part of a food technology or similar career and technical education program at a Correctional Facility Administration (CFA) institution. The appropriate Warden or designee shall determine the circumstances under which such meals shall be offered, including the cost to be paid for the meal. Moneys collected for the meals shall be received in and expended from the appropriate institutional account.
- B. This policy does not apply to employees assigned to sample prisoner food in the prisoner dining room during mealtime of the general population.
- C. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.

MEALS AT CORRECTIONAL FACILITIES

- D. All employees and guests who eat a meal at a correctional facility must register in the employee dining area. Meal tickets shall be issued to all employees and guests authorized to eat a meal at a correctional facility, except if receiving a meal at no cost pursuant to Paragraph F. Meal tickets must be turned in to a food service employee prior to the meal being provided.
- E. Meals served to employees and guests at correctional facilities must be the same as the regular meal served to prisoners at the facility.

Employees

- F. All staff who are employed at a correctional facility are eligible to receive a meal at no cost at that facility during their working hours if they meet all of the following criteria:
 - 1. Department food service facilities are available on-site;
 - 2. The employee has custodial responsibilities at the facility, is required to remain at the facility for a full eight hour shift and is not relieved of custodial responsibilities during the period provided for consuming the meal;
 - 3. The employee is paid for the period during which the meal is to be consumed pursuant to PD 02.02.100 "Time Utilization and Compensation".
- G. Staff eligible to receive a meal at no cost pursuant to Paragraph F who are at another facility on official business during a meal period shall be allowed a meal at no cost at that facility. When a meal is not available during the time the employee is at the facility, the employee shall be reimbursed for the meal

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in accordance with Departments of Civil Service and Management and Budget Standardized Travel Regulations. Employees may be required to provide receipts for meals while on travel status in accordance with applicable collective bargaining agreements.

- H. Each facility shall maintain a current listing of staff eligible to receive meals at no cost pursuant to Paragraph F to ensure only those employees receive a meal at no cost without a meal ticket.
- I. Wardens and the Technical Rule Violation Center (TRV) supervisors may issue free meal tickets to other staff employed at their respective facilities in emergency situations.
- J. Wardens and TRV supervisors may allow staff at their respective facilities to purchase a meal ticket if they are not eligible to receive a meal at no cost. Other Department employees on official business at the facility may be provided a free meal ticket or allowed to purchase a meal ticket with approval of the appropriate Warden or TRV supervisor. An employee purchasing a meal ticket shall be charged \$1.35 for the ticket, which is the average cost to the Department in providing the meal. All money collected for meal tickets shall be received in and expended from the appropriate facility account.

Guests

- K. Wardens and TRV supervisors may issue free meal tickets to guests of their respective facilities as follows:
 - 1. To members of the legislature or representatives of federal, state or local government agencies who have official business with the Department and are at the facility over the meal hour because of such business.
 - 2. To individuals who have been invited to the facility in connection with facility programs and are at the facility over the meal hour for that reason.
 - 3. To architects, contractors, builders and other individuals in similar work who are working at the facility over the meal hour.
- L. Meals shall not be provided to visiting groups, college classes, luncheon clubs and similar organizations.

OPERATING PROCEDURES

- M. Wardens and the FOA Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. Procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the director or deputy director.

AUDIT ELEMENTS

- N. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens and FOA Regional Administrators with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".